

SENIOR PERSONNEL SPECIALIST



PROMOTIONAL

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE	DEPARTMENTAL FOR: BOARD OF PRISON TERMS DEPARTMENT OF CORRECTIONS (including Prison Industry Authority) SUBDIVISIONAL FOR: ALL INSTITUTIONS WITHIN THE CALIFORNIA DEPARTMENT OF CORRECTIONS (see attached listing)
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WHO SHOULD APPLY	COMPETITION LIMITED TO STATE EMPLOYEES Applicants must have a permanent civil service appointment with one of the subdivisions or departments listed <u>OR</u> must be: 1) a current or former legislative employee meeting the criteria defined in Government Code (GC), Section 18990; <u>OR</u> 2) an exempt employee meeting the criteria defined in GC, Section 18992, as of the final filing date, in order to take this examination. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2.
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HOW TO APPLY	Submit Examination Application (Std. Form 678) <div><div>By mail with: Department of Corrections Personnel Examining Section P.O. Box 942883 Sacramento, CA 94283-0001</div><div>or</div><div>In person with: Department of Corrections Personnel Examining Section 1515 "S" Street, Room 522-N Sacramento, CA 95814</div></div>
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APPLICATION DEADLINE/ REQUIREMENTS	<p>November 20, 2003, is the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.</p> <p>If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address as listed above for the Personnel Examining Section.</p> <p>NOTE: Only applications with an original signature will be accepted.</p> <p>All applicants must meet the education and/or experience requirements for this examination by the final filing date.</p>
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TEST DATE	It is anticipated that Qualifications Appraisal Interviews will be held during February/March 2004 .
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SALARY RANGE(S)	\$3255 - \$3957
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MINIMUM QUALIFICATIONS	One year of experience in the California state service performing the duties of a Personnel Specialist, Range D, or a Personnel Services Specialist II.
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EXAMINATION PLAN	<p>This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.</p> <p style="text-align: center;">Qualifications Appraisal -- Weighted 100.00%</p> <p>Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:</p> <div><div>A. Knowledge of:</div><div><div>1. Current office methods, procedures, equipment, and basic math principles.</div><div>2. Laws, rules, regulations, and bargaining contract provisions affecting personnel record keeping, personnel transactions, payroll, and certification processes used in State departments.</div></div><div>B. Ability to:</div><div><div>1. Think logically, multitask, apply laws, rules, regulations, and bargaining contract provisions concerning personnel transactions.</div><div>2. Independently interpret and use reference material.</div><div>3. Give and follow directions.</div><div>4. Gather data.</div><div>5. Design and prepare tables, spreadsheets, and charts.</div><div>6. Advise employees of their rights.</div></div></div>
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EXAMINATION PLAN CONTINUED	<div>7. Consult with supervisors on alternative actions which they may take on various transaction situations.</div> <div>8. Communicate effectively.</div> <div>9. Operate a computer keyboard/terminal.</div> <div>10. Establish and maintain cooperative working relations with those contacted during the course of the work.</div> <div>11. Organize and prioritize work.</div> <div>12. Create/draft correspondence.</div> <div>13. Maintain personnel records.</div> <div>14. Represent the department on intra/interdepartmental teams.</div> <div>15. Coordinate a variety of personnel/payroll transactions.</div> <div>16. Research critical transactions and recommend alternative solutions.</div>
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Additional Desirable Qualifications: Familiarity with automated systems.

ELIGIBLE LIST INFORMATION	<div>Departmental promotional eligible lists will be established to fill vacancies for each participating department. In addition a separate subdivisional promotional eligible list will be established to fill vacancies for each of the institutions on the attached listing.</div> <div>The list(s) will be abolished 24 months after establishment unless the needs of the service and conditions of the list(s) warrant a change in this period.</div>
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POSITION DESCRIPTION AND LOCATION(S)	<div>A Senior Personnel Specialist, under general direction, serves as the expert staff resource responsible for the most difficult and complex personnel/payroll issues. As a "staff specialist", researches critical personnel problems and recommends alternative solutions; develops and maintains specialized training programs; reviews various control agency letters, memos, and bargaining contract provisions, and develops/revises internal procedures as necessary; prepares management reports, spreadsheets, and charts; drafts correspondence; functions as a team member on personnel-related projects; are coordinators for a variety of personnel/payroll programs, e.g., FMLA; and may act in a lead role (i.e., training, workload, etc.) over lower-level staff.</div> <div>Position(s) exist at various institutions located throughout the State and at Headquarters with the Department of Corrections.</div> <div>Position(s) exist in the Sacramento area only with the Board of Prison Terms.</div>
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SPECIAL TESTING ARRANGEMENTS	<div>If you have a disability and need special testing arrangements, mark the appropriate box of the "Examination Application." You will be contacted to make specific arrangements.</div>
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VETERANS POINTS/ CAREER CREDITS	<div>Veterans preference points and career credits are not granted in promotional examinations.</div>
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GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Corrections' Personnel Examining Section at (916) 322-2545 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at Department of Corrections offices, State Personnel Board offices and local offices of the Employment Development Department.

The Department of Corrections reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDC TESTING INFORMATION CALL (916) 322-2694
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2922

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS

INSTITUTIONS

Avenal State Prison
California Correctional Center
California Correctional Institution
California Institution for Men
California Institution for Women
California Medical Facility
California Men's Colony
California Rehabilitation Center
California State Prison, Corcoran
California State Prison, Los Angeles County
California State Prison, Sacramento
California State Prison, San Quentin
California State Prison, Solano
California Substance Abuse Treatment Facility
Calipatria State Prison
Centinela State Prison
Central California Women's Facility
Chuckawalla Valley State Prison
Correctional Training Facility
Deuel Vocational Institution
Folsom State Prison
High Desert State Prison
Ironwood State Prison
Mule Creek State Prison
North Kern State Prison
Pelican Bay State Prison
Pleasant Valley State Prison
R.A. McGee Correctional Training Center
R.J. Donovan Correctional Facility
Salinas Valley State Prison
Sierra Conservation Center
Valley State Prison for Women
Wasco State Prison